

# Administrative Associate IV



CITY OF

**EAU  
CLAIRE**

## (**Human Resources**)

Contribute to our community by providing resources and support to employees so that they can focus on serving Eau Claire citizens! We are currently accepting applications for an Administrative Associate IV in our Human Resources Department. This position is part of a small team environment and provides administrative support for HR and Risk Management while utilizing independent judgement and knowledge of office procedures. Organize and coordinate various department-initiated events, update union contracts, process payments for the department, and more!

### What are we looking for?

Required:

- Associate's Degree in Human Resources, Secretarial Science, or a related field
- 3 years of progressively responsible office experience
- OR equivalent combination of education and experience
- Excellent communication, organizational, and multi-tasking skills
- Proficiency in Microsoft Office Suite & Adobe Acrobat
- Valid Wisconsin Driver's License

### Why should you apply?

- Wage Range: \$23.76 - \$27.68 per hour
- Opportunity to serve your community
- Flexible schedule
- Small team environment
- Excellent Fringe Benefits (including health insurance, dental insurance, vacation time, sick leave, etc.)

### Join Our Team!

Full job description and application online at [www.eauclairewi.gov/jobs](http://www.eauclairewi.gov/jobs).

Deadline: March 9, 2021